

Instructions

The [National Exercise Program](#) (NEP) provides opportunities for state, local, tribal, territorial, federal, and other whole community partners to contribute to the [National Preparedness Goal](#) of building a secure and resilient nation. Findings from whole community exercises are used to directly inform national preparedness efforts to include in the National Preparedness Report.

The purpose of this form is to request support from the National Exercise Division for your exercise. If you have questions related to this form, contact the National Exercise Division at NEP@fema.dhs.gov.

1. Sponsor Information

Exercise Sponsor Organization(s)		Sponsor Type	
Lead Sponsor Information		Secondary Sponsor Information	
POC Full Name		POC Full Name	
POC Phone Number		POC Phone Number	
POC Email Address		POC Email Address	

2. Scope

Exercise Name			
Exercise Type	Exercise Level	Classification	
Check all qualities/characteristics that apply to this exercise:			
Will examine completed plans Will validate draft plans Will examine corrective actions from past real-world events or exercises Included in your Integrated Preparedness Plan (IPP)	Supports your THIRA/SPR or Organizational Risk Assessment Federally funded List all federal grants and funding sources for this exercise: <div></div>	Required by senior official directive, law, or an executive order Planned as part of an exercise series Provide the full exercise series name: <div></div>	
Synopsis: Provide a brief, high-level description of the exercise, including any initial objectives that you want to address.		Purpose: Explain the plans and/or corrective actions from past exercises or real-world events to be examined. Please submit supporting documentation (e.g., any draft or completed plans, the AAR or Improvement Plan) with your nomination.	
Threat/Hazard			

3. Supported Principals' Strategic Priorities

Indicate the Principals' Strategic Priorities (PSP) supported by this exercise. All NEP exercises **must support at least one** PSP. Descriptions of the PSP can be found [here](#).

Continuity of Essential Functions Cybersecurity Economic Recovery and Resilience National Security Emergencies and Catastrophic Incidents	Operational Coordination and Communication Public Health and Healthcare Emergencies Sheltering and Housing Solutions Stabilization and Restoration of Community Lifelines
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4. Core Capabilities

Select all core capabilities to be examined. Keep in mind that it is hard to effectively examine a high number of capabilities within one exercise. Information on the core capabilities can be found [here](#).

Prevention	Planning Public Information and Warning Operational Coordination Forensics and Attribution	Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection
Protection	Planning Public Information and Warning Operational Coordination Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing	Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security
Mitigation	Planning Public Information and Warning Operational Coordination Community Resilience	Long-Term Vulnerability Reduction Risk and Disaster Resilience Assessment Threat and Hazard Identification
Response	Planning Public Information and Warning Operational Coordination Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Logistics and Supply Chain Management	Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-Scene Security, Protection, and Law Enforcement Operational Communications Public Health, Healthcare, and Emergency Medical Services Situational Assessment
Recovery	Planning Public Information and Warning Operational Coordination Economic Recovery	Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources

5. Participation

Expected Participants	Federal State Local Tribal	Territorial Private Sector Non-Profit International	List all known participating organizations: <div></div>
Known Senior Elected or Appointed Officials participating in this exercise (if any)			



6. Exercise Planning Timeline

Milestone	Location	Virtual?	Start/End Dates (mm/dd/yy)	Estimate?
Conduct	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	
Concept & Objectives Meeting	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	
Other Key Milestones	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	
	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	
	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	
	City <input type="text"/>	Yes No	Start:	
	State/Territory <input type="text"/>		End:	

7. Primary Support Requested

Indicate your **top five (5)** resources or other types of assistance needed from the National Exercise Division. Please note, acceptance into the NEP does not guarantee your full level of requested support will be provided.

Design & Development

Planning meeting logistics & facilitation
MSEL support
Scope/objectives development
Scenario development
Exercise documentation

Conduct

Exercise control
Venue setup and logistics support
Facilitators/presenters

Evaluation

Exercise hot wash(es)
Exercise evaluation
After-Action Report (AAR) development
After-Action Meeting (AAM) planning and support

Expand on your request and how support from the National Exercise Division will help your exercise be successful.

8. Evaluation Agreement

This evaluation agreement is a requirement of the exercise nomination process. Evaluation data is used in exercise summary reports to identify trends in national preparedness. All evaluation data is treated with appropriate security and confidentiality to ensure specific participant performance is not attributed to any trends identified. It ensures that the Exercise Sponsor understands and agrees to share evaluation data resulting from their exercise.

The Exercise Sponsor agrees to follow and/or apply all relevant Homeland Security Exercise and Evaluation Program (HSEEP) guidance regarding the development and reporting of evaluation information, including the After-Action Report/Improvement Plan (AAR/IP) [format](#). The Exercise Sponsor also agrees that the AAR/IP will include information regarding the validation of core capabilities that support the Principals' Strategic Priorities. The Exercise Sponsor agrees to submit the AAR/IP to NEP@fema.dhs.gov within 90 days of the conduct of the exercise.

9. PrepToolkit Agreement

The Exercise Sponsor agrees to utilize applicable PrepToolkit functions and have the exercise published as part of the National Exercise Calendar.

